

EASTERN AREA COORDINATION CENTER



Detailer Guide

Eastern Area Coordination Center Mission Statement

The principal mission of EACC is to provide safe, cost effective and timely coordination of resources for wildland fire emergencies. This is achieved through communication, planning, coordinating interagency needs, situational monitoring, and expediting resource requests. EACC also plays a significant role in providing logistical support for natural disasters (floods, hurricanes, wind storms, earthquakes) terrorism acts, and planned land management activities.

INTRODUCTION

Welcome

Welcome to the Eastern Area Coordination Center (EACC)! EACC is the geographic area coordination center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

Our physical address is: **EACC
BHW Federal Building
1 Federal Drive, Room G-20
Fort Snelling, MN 55111-4080**

Main Phone Number: **612-713-7300** Fax Number: **612-713-7317**

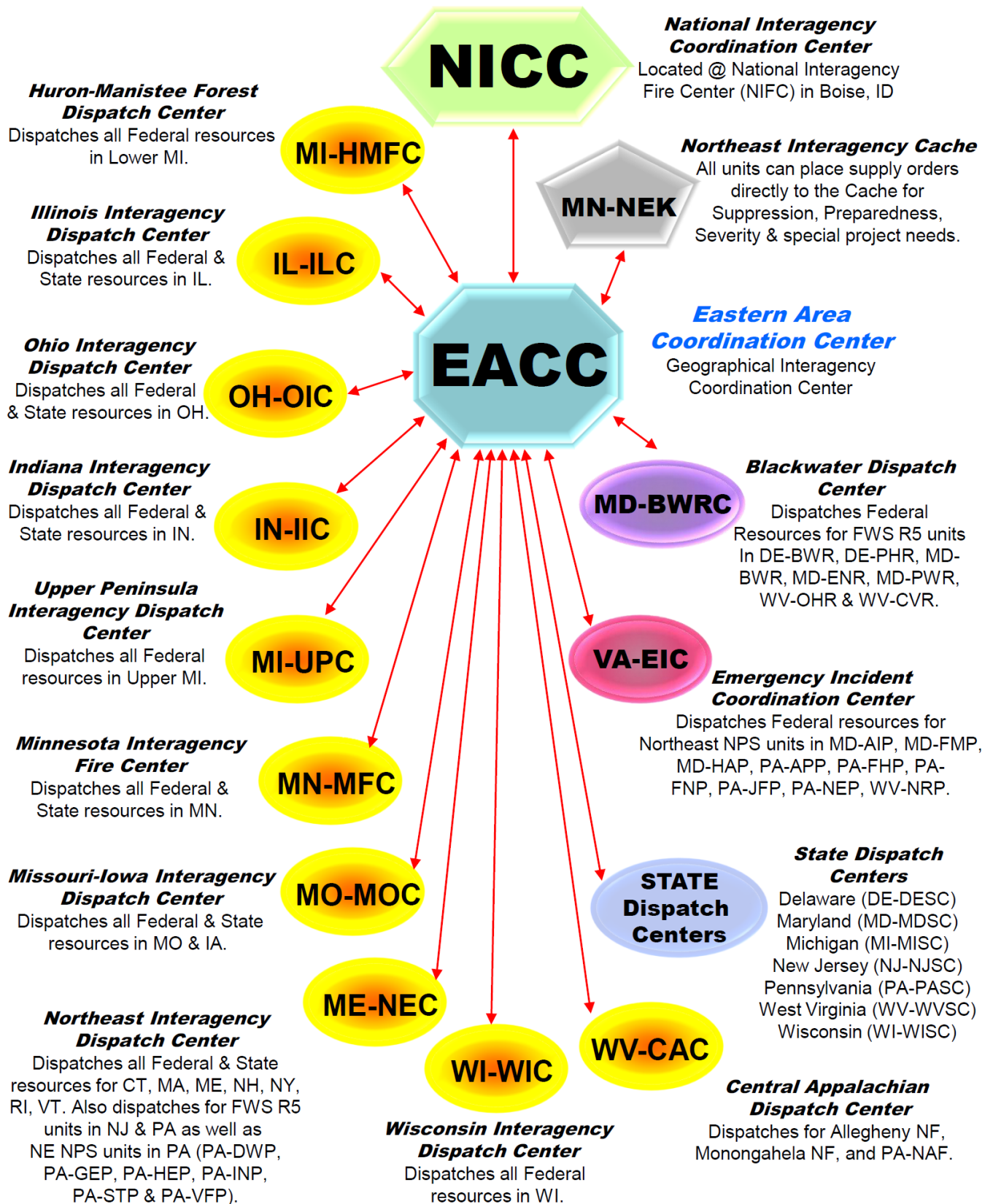
Website: <http://gacc.nifc.gov/eacc>

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs. Within the Eastern Area, the EACC will act as the focal point for internal and external requests not filled at the local level.

Eastern Area dispatch relationships have been established with the following dispatch centers: Delaware State Dispatch Center (DE-DESC), Illinois Interagency Dispatch Center (IL-ILC), Indiana Interagency Dispatch Center (IN-IIC), Blackwater Dispatch Center (MD-BWRC), Maryland State Dispatch Center (MD-MDSC), Northeastern Interagency Dispatch Center (ME-NEC), Huron - Manistee Dispatch Center (MI-HMFC), Upper Peninsula Dispatch Center (MI-UPC), Michigan State Dispatch Center (MI-MISC), Minnesota Interagency Fire Center (MN-MFC), Missouri-Iowa Interagency Dispatch Center (MO-MOC), New Jersey State Dispatch Center (NJ-NJSC), Ohio Interagency Dispatch Center (OH-OIC), Pennsylvania State Dispatch Center (PA-PASC), Emergency Incident Coordination Center (VA-EIC), Central Appalachian Dispatch Center (WV-CAC), West Virginia State Dispatch Center (WV-WVSC), Wisconsin Interagency Dispatch Center (WI-WIC). This established ordering channel provides for the rapid movement of requests, agency review, efficient utilization of resources and cost-effectiveness.

EACC has a year round workload supporting wildland fire emergencies and natural disasters; working closely with Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), the Animal and Plant Health Inspection Service (APHIS). Fire season in the Eastern Area generally starts in February and continues until late October.

EACC DISPATCH RELATIONSHIPS



Eastern Area Dispatch Organizational Relationships Key

INTERAGENCY DISPATCH CENTERS

IN-IIC	=	Indiana Interagency Dispatch Center
IL-ILC	=	Illinois Interagency Dispatch Center
MD-BWRC	=	Blackwater Dispatch Center
ME-NEC	=	Northeastern Dispatch Center
MI-HMFC	=	Huron Manistee Dispatch Center
MI-UPC	=	Upper Peninsula Dispatch Center
MN-MFC	=	Minnesota Interagency Fire Center
MO-MOC	=	Missouri-Iowa Dispatch Center
OH-OIC	=	Ohio Interagency Dispatch Center
VA-EIC	=	Eastern Incident Emergency Coordination Center
WI-WIC	=	Wisconsin Interagency Dispatch Center
WV-CAC	=	Central Appalachian Dispatch Center

STATE DISPATCH CENTERS

DE-DESC	=	Delaware State
MD-MDSC	=	Maryland State
MI-MISC	=	Michigan State
NJ-NJSC	=	New Jersey State
PA-PASC	=	Pennsylvania State
WV-WVSC	=	West Virginia State

CACHE

MN-NEK	=	Northeast Interagency Fire Cache
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Other Federal Partners

BIA	=	Bureau of Indian Affairs
BLM	=	Bureau of Land Management
FWS	=	Fish and Wildlife Service, Regions 5 & 3
NPS	=	National Park Service, Northeast & Midwest Regions

FEDERAL BUILDING FEATURES

Location of Restrooms

Restrooms are located by exiting either door, heading down the hallway, with the restrooms off to your right. The closest restroom is out the door near the break room. Restrooms are also located on each floor of the federal building.

Smoking

BHW is a smoke free building. Smoking is only allowed near the shelter outside of the main entrance across Federal Drive in the middle of the parking lot. **Please no large groups for smoking breaks, limit of 1 or 2 people at a time.**

Federal Building Post Office

A post office is located near the cafeteria down the west hallway (while heading toward the cafeteria go past the freight elevators, the post office will be to your left). **Hours of operation are: 1000 to 1130.** Bring as much outgoing mail as possible to the post office by 11:30 am to be dispatched. Mail after 11:30 am can be put in the postal chute located by the cafeteria or the box at the post office. Those boxes will be pulled at 3:25 pm Monday thru Friday. The post office is closed on weekends and holidays.

Federal Building Convenience Store

A small convenience store with snacks, greeting cards, and film processing is located on the ground floor, near the cafeteria. **The weekly hours of operation are 0700 to 1100, closed for lunch, 1130 to 1530.** The store is closed on weekends and holidays.

Automated Teller Machine (ATM)

An ATM is located on the main floor in the lobby of the BHW federal building and another machine is located in the parking lot near the Fort Snelling Club.

Cafeteria

A full service cafeteria is located down the hall from EACC.

Breakfast: 0630-0930

AM snack break: 0930-1100

Lunch: 1100-1300

PM snack break: 1300-1500

Vending Machine Room

Vending machines are located on the ground floor in room G-49. As you exit EACC, take the hallway to the cafeteria just passing the convenience store, the vending area is in a small room to your left (G-49). You will find cold beverages, a candy/snack machine, two microwaves and a seating area.

EMPLOYEE SAFETY

Security and Law Enforcement Contact Procedures

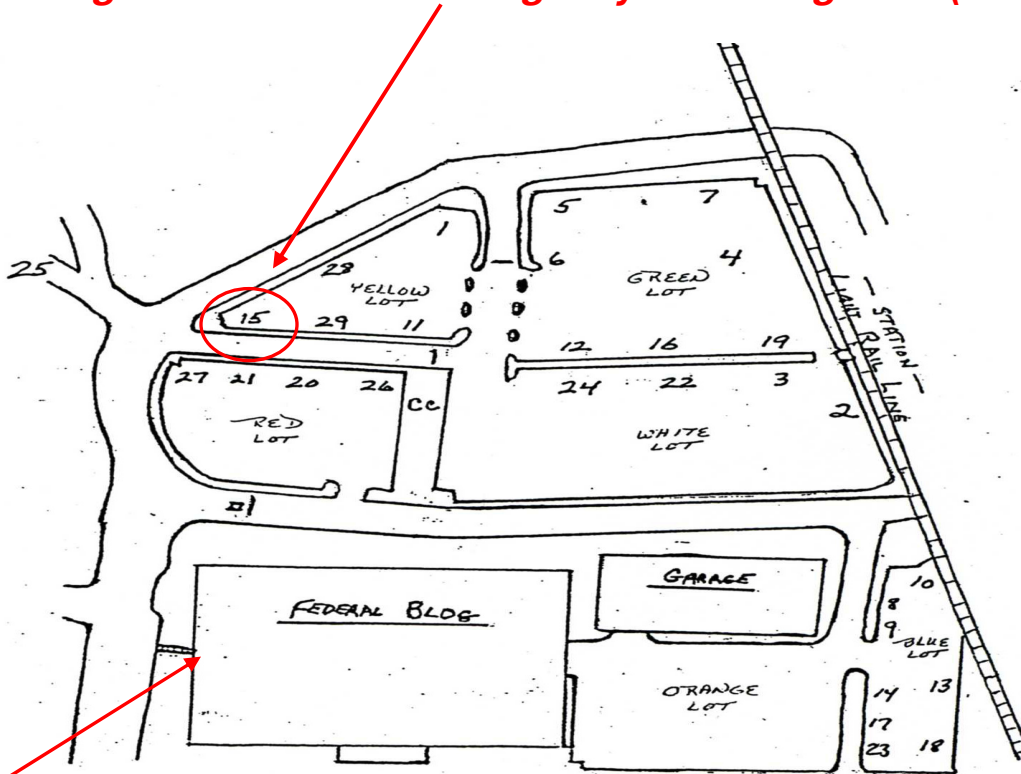
Federal Protective Service (FPS) is located near the main entrance in the lobby. The security service is staffed 24 hours a day, 7 days a week. The building is officially closed after 1800 weekdays, on weekends and holidays.

The FPS phone numbers: **EMERGENCIES is 612-725-3000**
NON-EMERGENCIES is 612-725-3258

Emergency Evacuation Exit

EACC uses emergency evacuation routes #6 & #7 (ground floor). The #6 exit is located at the east end of the corridor when exiting EACC main door (to your left). The #7 exit is located at the east end of the corridor upon leaving EACC's back door (to your right). We must evacuate out the glass doors to a minimum of 600 feet from the federal building. There is a designated Agency Gathering Area (#15 on the map below). Matt and Ann have been designated as EACC fire wardens. If neither is unavailable, a back up fire warden will be designated. Please report to the designated Agency Gathering Area and to your EACC Fire Warden.

Designated Eastern Area Agency Gathering Area (#15)



EACC Location

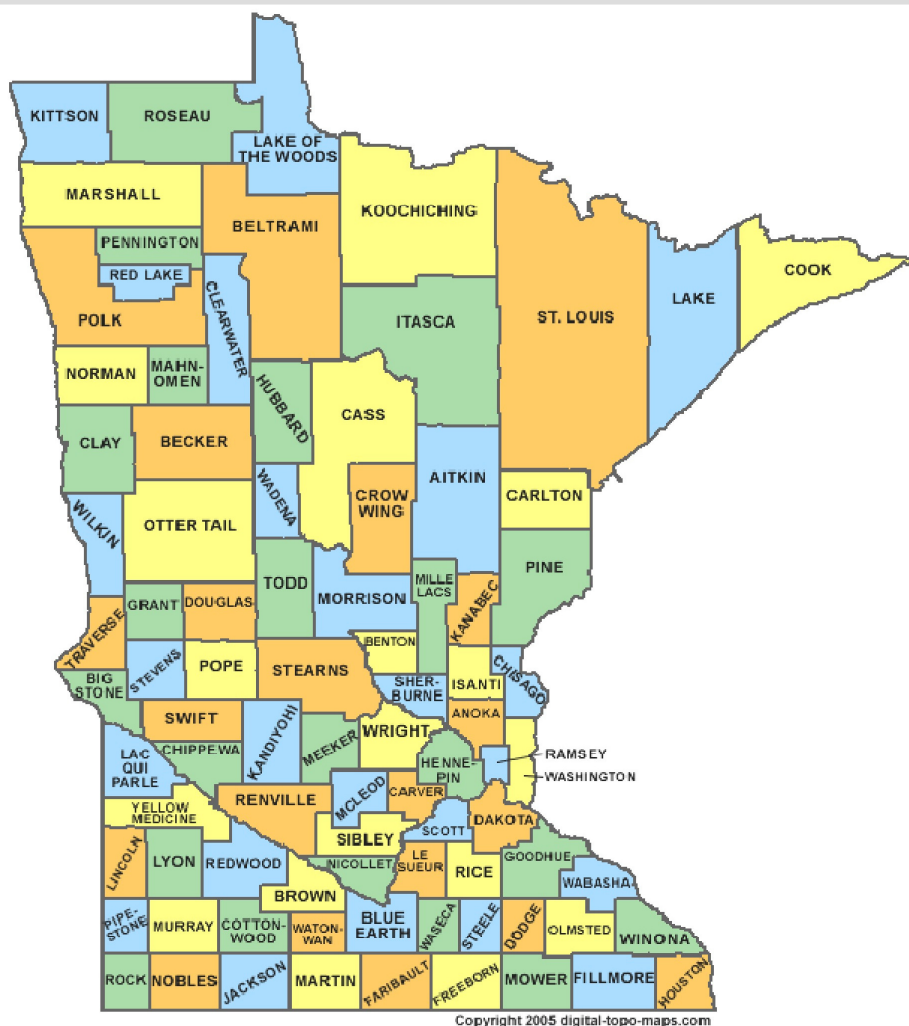
Once the building is cleared, occupants can return to the building. You will need to return thru the main entrance and back through Security. *Please have your Picture ID & Building Security card ready.*

Severe Weather

In situations of severe weather, please tune into the local television stations of Minneapolis/St. Paul (Channels 4, 5, 9, 11, and 29) to keep informed of weather conditions. To tune into a local broadcast station, turn off the digital satellite receiver.

EACC is located in Hennepin County . Your lodging is in Hennepin County (near the Mall of America) or Dakota County (Eagan). If a severe weather siren is heard at EACC, seek shelter immediately. The restrooms or stairwells located near the restrooms (at end of hallway, outside of EACC main door to your left or outside of EACC back door, to your right) are excellent places to seek shelter. An EACC permanent staff member or acting will lead detailers to the basement for shelter if necessary.

Minnesota County Map – For Severe Weather



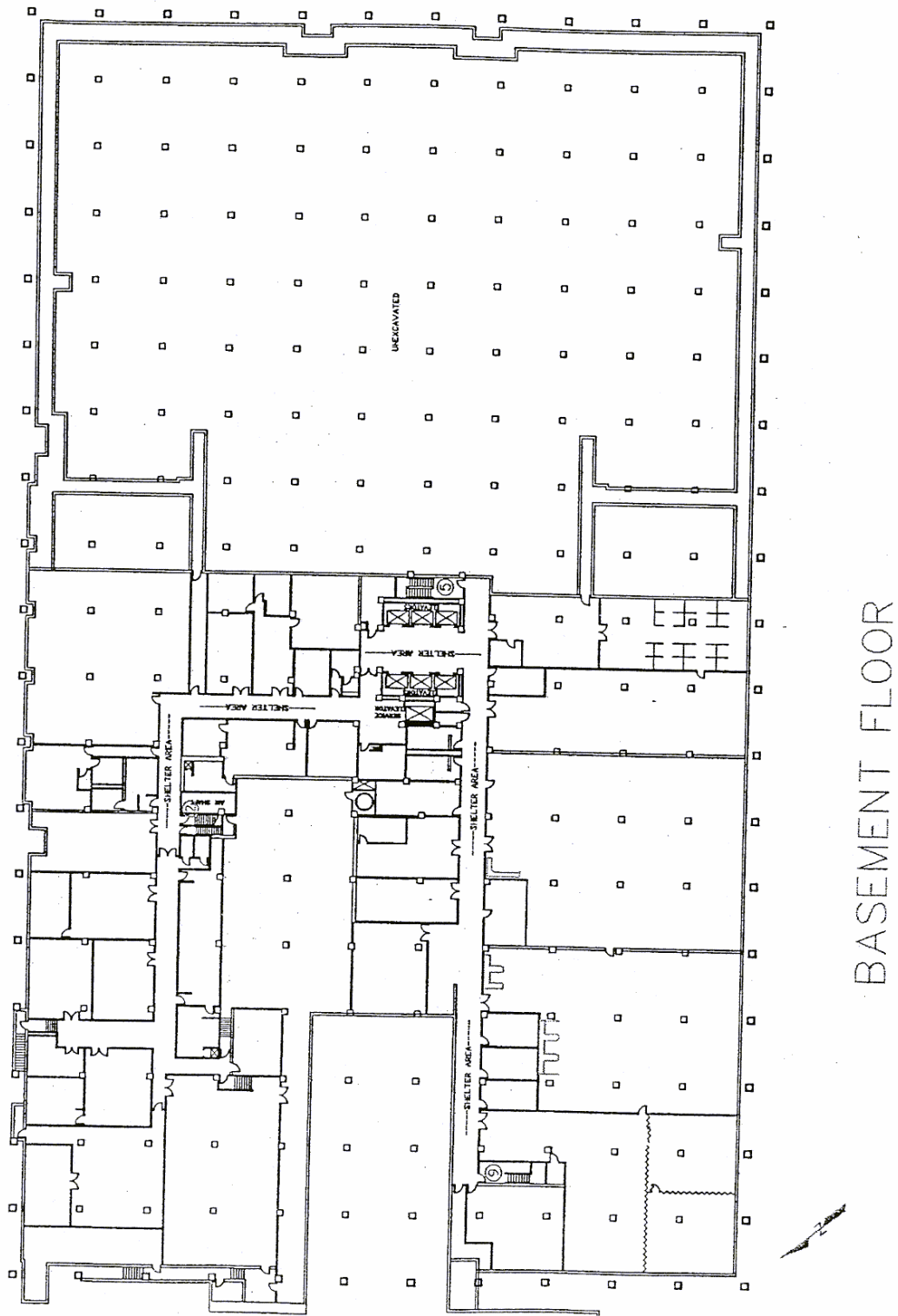
SHELTER AREA DESCRIPTIONS

OCCUPANTS OF

SHELTER AREA

◆ Basement	Elevator lobby and interior corridors.
◆ Ground Floor	
◇ Cafeteria	Corridors beyond elevator lobby.
◇ Between Rooms G-56 and G-69	Basement corridor accessed by going down Stairway 2.
◇ All Other	Interior corridors away from glass exit doors and elevator lobby.
◆ Floor 1	Interior corridors away from glass exit doors, elevator lobby, and entrance lobby.
◆ Floors 2, 3, 4, 5	Elevator lobby and interior corridors on respective floor.
◆ Floor 6	Elevator lobby and interior corridors on 5th floor .

SHELTER AREA DIAGRAMS



Fire Alarms

EACC has several fire alarms located around the office. Once an alarm is activated, the fire light sign strobe light will flash and a verbal message will be transmitted explaining the emergency. The same alarms are also activated for severe weather conditions, bomb threats and other emergencies. Leave the building in an orderly manner, heading toward the nearest exit doors (evacuation exit #6 or #7). Proceed to the designated Agency Gathering Area.

Fire Extinguishers

EACC has 3 fire extinguishers, one in the break room, and two located on the walls at each side of the dispatch center workstation.

EACC First Aid Kit

A first aid kit is available to all detailers for minor injury treatments and medicine for headaches/cold relief. The kit is hanging on the wall in the break room by the phone and is well stocked. If a certain item you need is unavailable, please notify a permanent staff member.

Hospital and Clinic Information

Nearest Hospital/ Emergency Room to EACC:

Fairview Southdale
6401 France Ave. South
Minneapolis, MN 55435
Phone: 952-924-5000

Urgent Care Clinics:

Fairview Urgent Care

Eagan Clinic

1440 Duckwood Drive
M-F: 1800 to 2200
Sat 0800-2200
Sun 1000-2000
Phone: 651-406-8877

Now Care Medical Center

1970 Rahnclyff Ct.
Eagan, MN 55122
Mon-Fri 0800-2000
Sat-Sun 0900-1700
Phone: 651-686-6442

DETAILER'S EMERGENCY CONTACT LIST		
EACC Staff	Cell Phone	2nd Cell Phone
Laura McIntyre-Kelly	414-530-1403	651-442-9812
Matt Dillon	610-420-9911	304-546-3991
Ann Stegmaier	414-530-1323	612-554-1785
Steve Marien	402-250-7844	651-283-3366

MEDICAL PLAN	1. Incident Name MN-EAC	2. Date Prepared 04/08/2010	3. Time Prepared 1000	4. Operational Period All							
5. Incident Medical Aid Station											
Medical Aid Stations		Location			Paramedics Yes No						
First Aid Kit		Break-room on the southeast wall					X				
6. Transportation											
A. Ambulance Services											
Name		Address		Phone		Paramedics Yes No					
City of St Paul Station 19		2530 Edgumbe, St Paul, MN 55116		(651) 699-2504		X					
Mpls Fire Station 27		5410 Nicollet Ave., Minneapolis, MN 55419		(612) 823-7744		X					
Allina Medical Transportation		167 Grand Ave, St Paul, MN 55102		(651) 222-0555		X					
City of St Paul Station 10		754 Randolph Ave, St Paul, MN 55102		(651) 222-5400		X					
Mpls Fire Station 17		330 E 38 th St, Minneapolis, MN 55409		(612) 833-7444		X					
7. Urgent Care											
Name		Location		Phone							
Now Care Medical Center		1970 Rahnclyff Ct, Eagan, MN 55122		(651) 686-6442							
Fairview Urgent Care		1440 Duckwood Dr., Eagan, MN 55122		(651) 406-8877							
Allina Medical Clinic - Woodlake		407 W 66 th St, Richfield, MN 55423		(612) 798-8800							
8. Hospitals											
Name		Address		Travel Time Air Ground		Phone		Helipad Yes No		Burn Center Yes No	
Hennepin Co Medical Center		701 Park Ave Minneapolis, MN 55415		10 min 17 min		(612) 873-3000		X		X	
Fairview Southdale Hospital		6401 France Ave South Minneapolis, MN 55435		10 min 13 min		(952) 924-5000		X		X	
Fairview Ridges Hospital		201 E. Nicollet Blvd Burnsville, MN 55337		10 min 20 min		(952) 892-2000		X		X	
Regions Hospital		640 Jackson Street St Paul, MN 55101		10 min 15 min		(651) 254-3456		X		X	
Fairview University of MN Medical Center		2450 Riverside Ave Minneapolis, MN 55454		10 min 16 min		(612) 273-3000		X		X	
9. Medical Emergency Procedures											
<p>At the first sign of illness notify your immediate supervisor. For all medical emergencies at the BHW Federal Bldg, notify Federal Protective Service (FPS) at (612) 725-3000. FPS will notify the appropriate response personal.</p>											
Prepared by (Deputy Center Manager) <i>/s/ Matt Dillon</i>						10. Reviewed by (Center Manager) <i>/s/ Laura McIntyre-Kelly</i>					

TRANSPORTATION – METRO TRANSIT

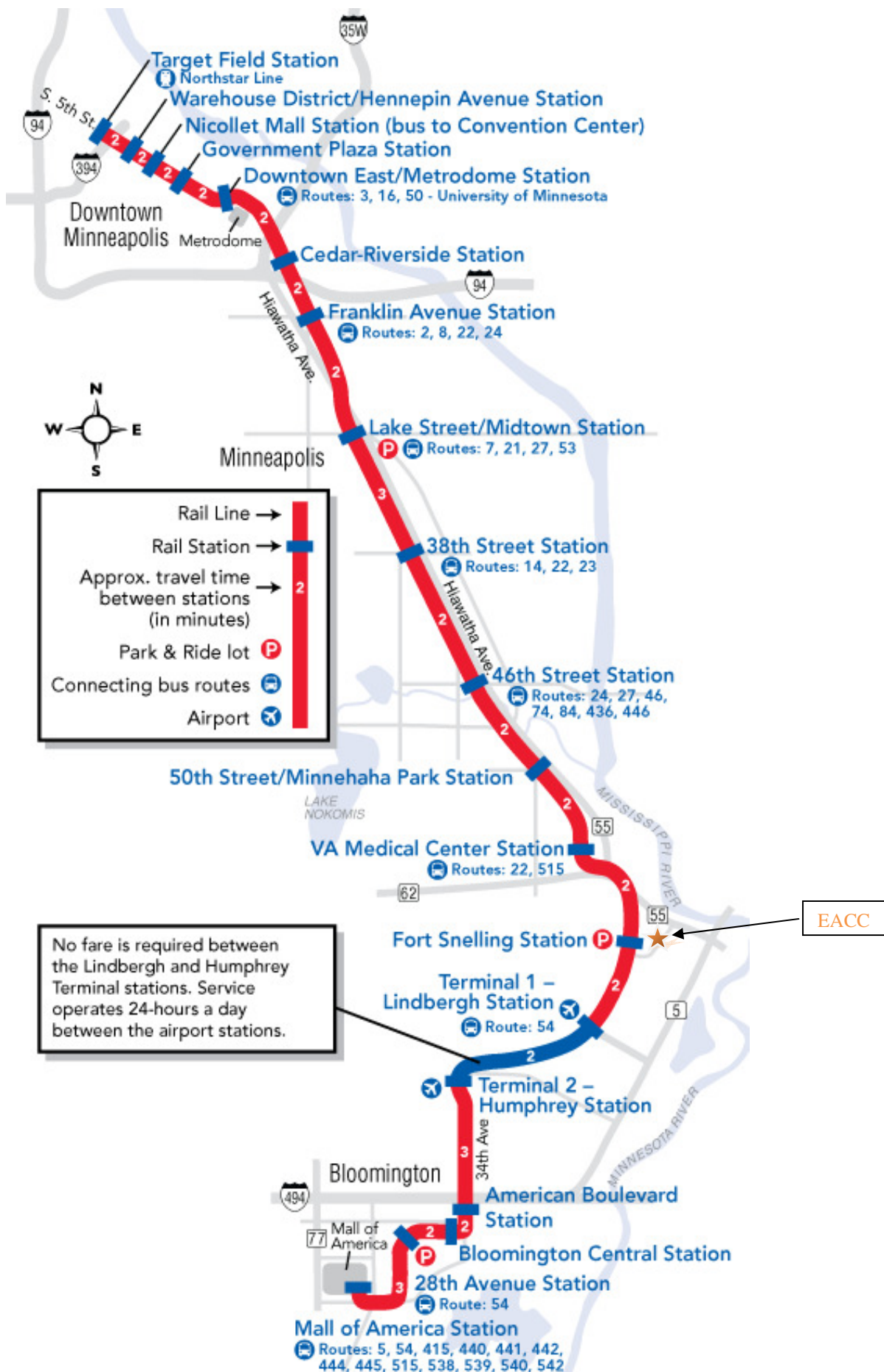
Paying for your ride

Rail fares are the same as local bus fares (\$2.25 during rush hours, \$1.75 at all other times). No express charges apply. Seniors, youth, Medicare card holders, and people with disabilities qualify for [reduced fares](#) during non-rush hours.

Rush-hour fares apply Monday through Friday (except holidays) from 6 to 9 a.m. and from 3 to 6:30 p.m.

There are no fareboxes on trains. You must pay for your ride before boarding the train. Police officers will randomly ask to see proof of fare payment on trains and stations. Have your proof of payment ready. There is a \$180 fine for riding trains or buses without paying.

Note that rail station platforms are paid fare zones, reserved for those who are purchasing tickets or for ticketed customers who are waiting for or getting off trains.



OFFICE PROCEDURES

Telephone Use

When calls come into EACC, you may answer the call from any phone in the Center. **Because of the configuration of our phone system, you must wait until the 2nd ring to be able to pick up a call.** At the center dispatch workstations, pick up the handset; from the breakroom or from cubicle office phones, press the **“Call Pickup”** key. Please give out only our EACC main phone line, **612-713-7300** for all callbacks to customers. Do not give out individual desk phone numbers.

Please answer all phone calls professionally stating: **“Eastern Area Coordination Center, (good morning/good afternoon), this is (state your name).”**

Speed Dial Feature

The phone system has been programmed with speed dial numbers of our customers in the Eastern Area, counterparts at NICC and neighboring geographic areas. The speed dial list is located in the reference stand at each dispatch station. Note that there are 2 speed dial lists labeled “Speed Dial 1” and “Speed Dial 2”.

To use the speed dial, locate the unit/office to be called from the speed dial lists, pick up the handset and press the appropriate speed dial button, either **“Speed Dial 1”** or **“Speed Dial 2”**, and then **the two digit code**. The LCD window will display the phone number being called. It also displays incoming calls (Caller ID).

Transferring Calls

To transfer calls to another extension: **DO NOT put call on hold**, just press TRANSFER (gray button, left of number pad) then dial the 4 digit extension, then **press TRANSFER again**. Hang up the phone after this is completed.

Picking Up Calls

The button labeled “Call Pickup” is used for answering an incoming call to the EACC staff phones (when instructed to do so) or when away from the dispatch station.

Long Distance Calls outside of Speed Dial List: press 9, 1+area code+ phone number

Local Calls inside 612 area code: press 9, then dial the phone number

Local Calls outside of 612 area code: press 9, and then dial the area code (651, 952, 763) +phone number

Staff Extensions:

Dispatch Stations

Laura McIntrye-Kelly	7306	Pod 1	7311
Matt Dillon	7305	Pod 2	7312
Ann Stegmaier	7308	Pod 3	7313
Intel Coordinator	7321	Pod 4	7314
Steve Marien	7322	Pod 5	7315
Scott Hocking	7301	Pod 6	7316
Floor Supervisor	7302	Conference Room	7326
Aircraft/Aviation	7309	Main Speaker Phone	7320
Logistics	7307	Breakroom	7323

COMPUTERS

General Computer Information

Computer Use Policy:

All detailers into EACC must read and sign the "Statement of Employee Information Security Responsibilities" document which outlines the protocol and guidelines to access information resources. All forms are kept on file in the Center Manager's Office.

DO NOT change the look of the desktop of the computer by rearranging or deleting icons. DO NOT change any system settings. DO NOT change the screen savers! DO NOT add any bookmarks to Microsoft Internet Explorer. If you know of internet sites which would be of use at EACC, see your Floor Supervisor. If you have been entrusted with access to a file or to use certain software, please respect that trust and do not delete or change these files without prior approval.

OFFICE EQUIPMENT

Fax Machine

The EACC fax machine is located at the end of the center dispatch workstations. To operate the fax machine, place copies face down. The speed dial fax phone number list of all Eastern Area Dispatch Centers is pre-programmed. **The first set of speed dial numbers 01 to 32 is listed on the top flap. The second set of numbers is accessible by flipping the top flap over by the lower right hand corner tab.** The second set of fax numbers starts with 33 to 38 for the remaining EACC Dispatch Centers. Numbers 39 through 57 are miscellaneous contacts such as other GACC's (geographic area coordination centers), etc.. For any fax number corrections or changes please relay information to your Floor Supervisor.

Computer Printers

EACC has three printers, two color and one laser jet. The laser jet defaults as the main printer on each PC, called **CP_PR12** and the color printers are named **CP_PR10 and 11**. All color cartridge and toner supplies are located on the storage room. Please see the Floor Supervisor for assistance.

Postage Meter

EACC has a postage meter machine that is available for all official business mailing. The meter is located on a table in the storage room. Please see the Floor Supervisor for authorization to use.

Copier

The copier is located in the storage room. The machine has a time out feature that turns itself to power saver mode if left idle. The grey ON/OFF button powers it up and it will be operational after it warms up. The paper supply for the copier is located in the storage room area.

TIME KEEPING

INSTRUCTIONS FOR COMPLETION OF EMERGENCY FIREFIGHTER TIME REPORT, OF-288, FOR REGULAR GOVERNMENT EMPLOYEES

1. Emergency Time Report Number. Preprinted number. Used for commissary. Do not delete or cross out this number.

2. Social Security Number. Leave blank.

3. Initial Employment. Leave blank.

4. Type of Employee. Check block for "Regular Gov't Employee".

5-9. Leave blank.

10. Name. Enter regular government employee's name. Do not use nicknames.

11-14. Street Address. Enter the employee's home unit name and mailing address, e.g., Forest, District, BLM, or state office.

15-19. Accident Notification. Enter name, address, and telephone number of person to be notified in case of an accident.

20. Fire Location Identification.

Column A, 1. Fire Name. Enter incident name.

Column A, 2. Fire No. Enter incident order number, e.g., MT-LNF-000016 or ID-BOD-000042. Do not use "P" number.

Column A, 3. Unit Code. (Organization code) Leave blank.

Column A, 4. Fire Location. Enter incident agency's three letter unit identifier for the specific location of the work assignment.

Column A, 5. State Code. Enter alphabetical code for state in which the employee was on-shift.

Column A, 6. Firefighter Classification. Enter the NWCG approved position code, e.g., PTRC, FFT2, CREP. If the position code is THSP, specify instead the incident job title of the position to which the individual is assigned, e.g., Camp Crew Boss, Voucher Examiner. Each time an individual changes a job, close out that column, start a new column for the new job, and enter the new position code or job title if necessary.

Column A, 7. Rate. Enter "GS" for general schedule employees or "WG", "WL", or "WS" for federal wage system employees.

Column A, 8a. Year. Enter the calendar year.

Column A, 8b-8c. Month/Day. Enter month and day on-shift. (Example: February 1 is 2/1).

Enter dates consecutively from row to row and column to column. One exception is the posting of continuation of pay or posting of time when assigned to a complex with multiple incidents. In Remarks enter reason for breaks in dates.

Column A, 8d-8e. Start/Stop. Enter military clock time for each period of on-shift time.

Column A, 8f. Hours. Enter hours in single digits for whole hours, e.g., 1.00 for one hour, decimals for half and quarter hours, e.g., 0.50 for a half hour and 0.25 for a quarter hour. Show the net difference between d. and e. When applicable, enter "T" for travel status; "H" for hazardous duty; or "E" for environmental differential. Compensable travel time to and from the related waiting time should be recorded on separate lines from other compensable time, such as on-shift time. When compensable time (work, travel, ordered standby) in a calendar day totals less than eight hours, the Personnel Time Recorder shall enter a separate line on the OF-288, noting "Guarantee" in the Start/Stop column and leaves the Hours column blank. Clock time for guaranteed hours should not be shown. Guaranteed hours do not apply to the first and last day of assignment if these days fall on the individual's regularly scheduled day off.

Day(s) Off. No specific clock hours are to be entered. "Day Off" is entered after the date, with the Hours column left blank. If an employee is sick on the incident, record "Day Off" with the Hours column left blank and a notation in the remarks section for sick leave.

Column A, 9. Total Hours. Add column and enter total hours.

Column A, 10. Gross Amount. Leave blank.

Column A, 11. Inclusive Dates. Enter dates covered in the month/day column. For example, enter 9/4-9/7 for September 4 through September 7.

Column A, 12. Time Officer's Signature. The OF-288 should be signed by the Time Unit Leader or other authorized official. A Personnel Time Recorder will usually sign this block verifying that posting is accurate and complete for each column.

Column A, 13. Date Signed.

21. Leave entire section blank. Home units may utilize this space to record agency-specific cost accounting data.

22. Commissary Record. Itemize all commissary purchases here. Purchases must be supported by a Commissary Issue Record, OF-287, or equivalent form, but this form should not be attached to the OF-288. Enter total amount of commissary purchases.

23. Remarks. Indicate environmental differential/hazard information, job title changes, etc.

24. ADO Check Number and Stamp. Leave blank.

25. Employee Signature. Self-explanatory. All regular government employees are required to sign the OF-288 in other than black ink.

26. Time Officer's Signature. The form should be signed by either the Time Unit Leader or other authorized official in other than black ink.

INSTRUCTIONS FOR COMPLETION OF EMERGENCY FIREFIGHTER TIME REPORT, OF-288, FOR CASUALS

Items that are bolded and italicized are mandatory fields for payment processing.

1. Emergency Time Report Number. Preprinted number. Used for commissary. Do not delete or cross out this number.
2. ***Social Security Number***. Enter individual's nine-digit SSN or Individual Taxpayer Identification Number (ITIN) (If using electronic time recording system, Time Unit ensures SSN is handwritten on payment copy of the OF-288.)
3. Initial Employment. Check "Yes" if individual is being hired for the first time this calendar year.
4. ***Type of Employee***. Check "Casual".
5. Transferred From. If the casual was transferred from another incident, enter incident name and check current OF-288 against any earlier one to prevent overlapping time and duplicate payments.
6. ***Hired At***. Enter state abbreviation and hiring agency's three-letter unit identifier, e.g., AK-GAD, CA-ENF, ID-BOD.
7. Employee Has. Check box at time of release if casual has been discharged or quit.
8. ***Entitled To Return Travel Time***. Check "Yes" or "No" at the time of release.
9. Entitled to Return Transportation. Check "Yes" or "No" at the time of release.
10. ***Name***. Enter casual's name, exactly as shown on identification. Do not use nicknames.
- 11-14 ***Street Address***. Show casual's permanent mailing address, including city, state, and zip code. This is where the pay and tax information will be mailed.
- 15-19 ***Accident Notification***. Enter name, address, and telephone number of person to be notified in case of an accident.
20. Fire Location Identification.
 - Column A, 1. Fire Name. Enter incident name.
 - Column A, 2. ***Fire No***. Enter incident order number (e.g., MT-LNF-00016). Do not use "P" number.
 - Column A, 3. Unit Code. Leave blank.
 - Column A, 4. Fire Location. Enter incident agency's three letter unit identifier for the specific location of the work assignment.
 - Column A, 5. State Code. Enter alphabetical code for state in which the casual was on-shift.
 - Column A, 6. ***Firefighter Classification***. Enter the NWCG approved position code, e.g., PTRC, FFT2, CREP. If the position code is THSP, specify instead the incident job title of the position to which the individual is assigned, e.g., Camp Crew Boss, Laborer.
 - Column A, 7. ***Rate***. Enter AD-A through AD-M and hourly pay rate.
 - Column A, 8a. ***Year***. Enter calendar year.
 - Column A, 8b-8c. ***Month/Day***. Enter month and day on-shift. (Example: February 1 is 2/1). Enter dates consecutively from row to row and from column to column. One exception is the posting of continuation of pay or posting of time when assigned to a complex with multiple incidents. In Remarks enter reason for breaks in dates.
 - Column A, 8d-8e. ***Start/Stop***. Enter military clock time for each period of on-shift time.
 - Column A, 8f. ***Hours***. Enter hours in single digits for whole hours, e.g., 1.00 for one hour, decimals for half and quarter hours, e.g., 0.50 for a half hour and 0.25 for a quarter hour. Show the net difference between d. and e. For hours in travel status, enter a "T" in the Hours column. Compensable travel time to and from the point of hire and related waiting time is recorded on separate lines from other compensable time, such as on-shift time. Do not use a separate column when reporting travel time. When compensable time (work, travel, ordered standby) in a calendar day totals less than eight hours, the Personnel Time Recorder shall enter a separate line on the OF-288 noting "guarantee" after the month/day and posting the necessary additional

hours to the Hours column. Clock time for guaranteed hours should not be shown. Guaranteed hours do not apply on the first and last day.

Day(s) Off. No specific clock hours are to be entered. Enter "Day Off" in the Start/Stop column with "8" in the Hours column.

Column A, 9. Total Hours. Add column and enter total hours.

Column A, 10. Gross Amount. Leave blank.

Column A, 11. Inclusive Dates. Enter dates covered in the month/day column. For example, enter 9/4-9/7 for September 4 through September 7.

Column A, 12. ***Time Officer's Signature***. The OF-288 should be signed by either the Time Unit Leader or other authorized official. A Personnel Time Recorder will usually sign this block verifying that posting is accurate and complete for each column.

Column A, 13. ***Date Signed***. Self-explanatory.

21. Leave entire section blank. Home units may utilize this space to record agency-specific cost accounting data.

22. Commissary Record. Itemize all commissary purchases here. Purchases must be supported by a Commissary Issue Record, OF-287, or equivalent form, but this form should not be attached to the OF-288. Enter total amount of commissary purchases.

23. Remarks. Indicate THSP and specify the incident job title, promotion, reason for discharge, transfer, position changes, etc.

24. ADO Check Number and Stamp. Do not write in this Block. It will be used by payment personnel.

25. Employee (Signature). Self-explanatory. All casuals are required to sign the OF-288 in other than black ink.

26. Time Officer's Signature. The form should be signed by either the Time Unit Leader or other authorized official in other than black ink.

EXAMPLE – Government Employee

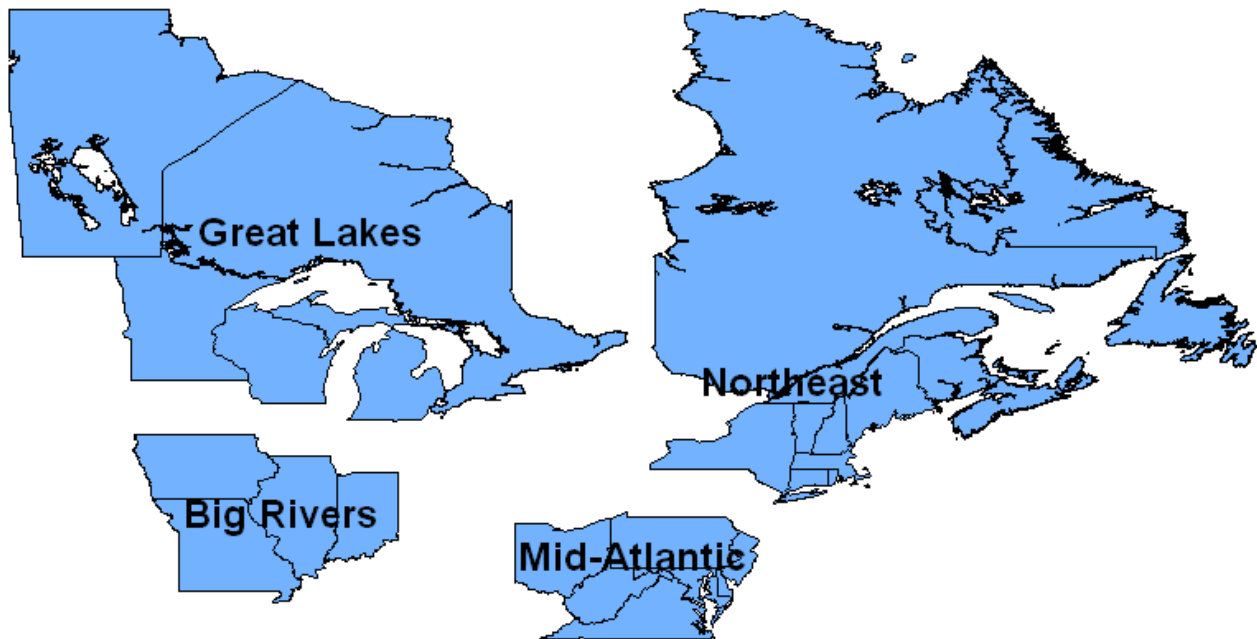
EMERGENCY FIREFIGHTER TIME REPORT															1. Identification Number F																													
2. Social Security Number					3. Initial Employment (x one) <div style="display: flex; justify-content: space-around;">Yes <input type="checkbox"/>No <input type="checkbox"/></div>					4. Type of Employment (x one) <div style="display: flex; justify-content: space-around;">Casual <input type="checkbox"/>X Regular Gov <input checked="" type="checkbox"/>Other <input type="checkbox"/></div>																																		
5. Transferred From					6. Hired At					7. Employee has (x one) <div style="display: flex; justify-content: space-around;">Been Discharged <input type="checkbox"/>Quit <input type="checkbox"/></div>					8. Entitled to Return Travel Time (Y or N) <div style="display: flex; justify-content: space-around;">Yes <input type="checkbox"/>No <input type="checkbox"/></div>					9. Entitled to Return Trans (Y or N) <div style="display: flex; justify-content: space-around;">Yes <input type="checkbox"/>No <input type="checkbox"/></div>																								
ZIP CODE MUST BE ENTERED BELOW										IN CASE OF ACCIDENT NOTIFY																																		
10. Name (First, Middle, Last) John, James, Smith										15. Name Jane Smith																																		
11. Street Address Huron-Manistee NF, 1755 S. Mitchell St										16. Street Address 123 Front St.																																		
12. City Cadillac					13. State MI					14. Zip Code 49601					17. City Cadillac					18. State MI					19. Telephone No. 231-555-3245																			
Column A					Column B					Column C					Column D																													
1. Fire Name EACC Support 2010					1. Fire Name EACC Support 2010					1. Fire Name EACC Support 2010					1. Fire Name EACC Support 2010																													
2. Fire No. MN-EAC-090003					3. Unit Code 0901					2. Fire No. MN-EAC-090003					3. Unit Code 0901					2. Fire No. MN-EAC-090003					3. Unit Code 0901																			
4. Fire Location EAC					5. State MN					4. Fire Location EAC					5. State MN					4. Fire Location EAC					5. State MN																			
6. Firefighter Classification EDRC					7. Rate GS					6. Firefighter Classification					7. Rate					6. Firefighter Classification					7. Rate																			
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12. Time Officer's Signature <i>Matthew Dillon</i>					12. Time Officer's Signature					12. Time Officer's Signature					12. Time Officer's Signature																													
13. Date Signed 4/22/2009					13. Date Signed					13. Date Signed					13. Date Signed																													
21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN AFTER PRINTING SHEET.															22. Commissary Record																													
															a. Date										b. Item										c. Amount									
A. Comm. BO 2600	B. Rate	C. Miles*/Hours	D. Accounting Classification			E. Object Class			F. Amount																																			
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Note: The above items are correct and proper for payment from available appropriations.										\$	-	Net Earnings																																
25. Employee (signature)										26. Time Officer (Signature)										24. ADO Check Number and Stamp																								

* Equipment rentals must be supported with OF-294 and OF-297.

OPTIONAL FORM 288 (Rev. 3/83)
USDA/USDI
50288-102

EASTERN AREA COMPACTS

Compacts are essentially mutual aid agreements between the States authorized by Congress for the sharing of firefighter resources in the United States and adjacent areas in Canada. There are four Compact areas in the Eastern Area. The EACC will generally not be involved with these type of mobilizations, however the Compact areas are a useful way to describe weather and/or fire active in such a large Geographic Area.



GREAT LAKES: Manitoba, Michigan, Minnesota, Ontario, and Wisconsin

BIG RIVERS: Illinois, Indiana, Iowa, and Missouri

MID-ATLANTIC: Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia*, and West Virginia*

NORTHEAST: Connecticut, Maine, Massachusetts, Newfoundland/Labrador, New Brunswick, New Hampshire, New York, Nova Scotia, Quebec, Rhode Island, and Vermont

*Virginia and West Virginia are in the Mid-Atlantic Interstate Forest Fire Protection Compact and the Southeastern Interstate Forest Fire Protection Compact.

For information on compact contacts, see EA Interagency Mob Guide, Chapter 50, States (beginning on Page 275)

Ten Tips (+1) on Coping with Stress and Anxiety

Anxiety is a signal our mind and body gives us that danger is near. The danger may come from internal or external sources. We feel the press of living through the stresses we experience. Stress is cumulative, as it draws upon our personal and physical resources. Different people have individual tolerances for higher-than-normal levels of stress and anxiety. When feeling over-burdened, excessive stress and anxiety can lead to lowered self-esteem and depression. In such a situation, the goal of psychotherapy is to validate your emotional experience, adjust the negative self-assessment engendered by emotional overload, and help you find the path of support and positive developmental change. Often, anxiety and stress are heightened by being caught between untenable choices in life, or between people we love (or even, sometimes, fear). These problems can be explored and understood in psychotherapy.

Below are some tips about what many have found to be at least temporarily useful coping skills for living with stress and anxiety. They are not foolproof. If you are feeling very distressed and your life is suffering, there is no substitute to talking with a professional.

1. Be flexible. Know what you can change and what you can't, go with the flow, be open to changes.
2. Laugh more. Watch a funny movie, tell a joke, read the comics.
3. Breathe slowly, deeply, and well. Relaxation begins with slow, deep breathing from your diaphragm.
4. Learn to say "no". It's hard to say no sometimes, but recognize you can't do everything, pace yourself.
5. Go ahead and make mistakes. No one's perfect. The only way we really learn is from our mistakes. Accept them as the natural process of growing in wisdom.
6. Play... with a lover, a friend, a child, a pet. Having fun is the natural way of lowering the body's stress hormones. Stress tenses, play loosens.
7. Get active. Exercise brings out the body's endorphins, natural pain-killers and pleasure-producing substances produced inside every one of us.
8. Eat well and avoid stimulants. A healthy diet makes the body strong and increases a sense of well-being. Watch those double-lattes. Caffeine and nicotine put more stress on our musculature and nervous system.
9. Talk to others. Sharing life's difficulties and problems with another person, whether a co-worker, friend, spouse, lover, or counselor, allows one to shed the weight of burdens shouldered alone.
10. Face your difficulties. Problems have a tendency to mount quickly, until there can seem so many as to be overwhelming. Tackle them one at a time. Set achievable goals. Your day will seem appreciably lighter after even one dreaded task is tackled.

Plus. . .

11. Allow yourself to mourn. Changes, even good changes, can bring a sense of loss for how things used to be. You have the right to grieve this loss. In fact, everyone needs that time. . . to adjust, to reminisce, to care, to process.

HOTEL SAFETY

WARNING: HOTELS COULD BE HAZARDOUS TO YOUR HEALTH...

By Captain RH Kauffman, Los Angeles County Fire Department

Have you ever been in a hotel during a fire? It's a frightening experience, and you should start thinking about it. For instance, how would you have acted if you had been in one of these fires?

<i>The Thomas Hotel, San Francisco, Ca</i>	<i>20 DEAD</i>
<i>The Gulf Hotel, Houston, Texas</i>	<i>54 DEAD</i>
<i>The La Salle Hotel, Chicago, Ill</i>	<i>61 DEAD</i>
<i>The Wincoff Hotel, Atlanta, Ca</i>	<i>119 DEAD</i>

Of course, there have been hundreds more with thousands of deaths, but I think you're getting the drift. The majority of those people did not have to die.

My wife has been in the airline industry close to 8 years and while accompanying her on a trip recently, I learned how ill-prepared she was for a hotel fire. It's not her fault: it's quite common. Hotels, however, have no excuse for being ill prepared, but believe me, you cannot depend on the staff in case of a fire. History has shown some hotels won't even call the fire Department. I have been a fire-fighter in Los Angeles for over 10 years and have seen many people die needlessly in building fires. It's sad because most could have saved themselves.

What you're about to read is roughly the same "briefing" I have given my wife on hotel safety. I do not intend to "play down" the aspects of hotel fires or soft soap the language. It's critical that you remember how to react, and, if I shake you a little, maybe you will.

Contrary to what you have seen on television or in the movies, fire is not likely to chase you down and burn you to death. It's the bi-products of fire that will kill you. Super heated fire gases (smoke) and panic will almost always be the cause of death long before the fire arrives if it ever does. This is very important. You must know how to avoid smoke and panic to survive a hotel fire. With this in mind, here are a few tips:

SMOKE

Where there is smoke, there is not necessarily fire. A smoldering mattress, for instance, will produce great amounts of smoke. Air conditioning and air exchange systems will sometimes pick up smoke from one room and carry it out to other rooms or floors. You should keep that in mind because 70% of the hotel fires are caused by smoking and matches. In any case, your prime objective should be to leave at the first sign of smoke.

Smoke, being warmer, will start accumulating at the ceiling and work its way down. The first thing you will notice is THERE ARE NO "EXIT" SIGNS. I'll talk more about the exits later, just keep in mind when you have smoke, it's too late to start looking for "exit" signs.

Another thing about smoke you should be aware of is how irritating it is on the eyes. The problem is your eyes will only take so much irritation then they close. Try all you want, you won't be able to open them if there is still smoke in the area. It's one of your body's compensatory mechanisms.

Lastly, the fresh air you want to breathe is at or near the floor. Get on your hands and knees (or stomach) and STAY THERE as you make your way out. Those who don't probably won't get far.

Think about this poor man's predicament for a moment:

He wakes up at 0230 hrs to a smell of smoke. He puts on his trousers and runs into the hallway only to be greeted by heavy smoke. He has no idea where the exit is. He runs to the right. He's coughing and gagging, his eyes hurt. "Where is it?" "WHERE IS IT?" Panic begins to set in. About the same time he thinks maybe he is going the wrong way, his eyes close. He can't find his way back to his room (it wasn't so bad in there). His chest hurts, he desperately needs oxygen. Total panic sets in as he runs in the other direction. He is completely disorientated. He cannot hold his breath any longer. We find him at 0250. DEAD

What caused all the smoke? A small fire in a room where they store the roll-away beds. Remember, the presence of smoke does not necessarily mean the hotel is burning down.

PANIC

Panic (pan ik). A sudden, overpowering terror often afflicting many people at once. Panic is the product of your imagination running wild and it will set in as soon as it dawns on you you're lost, disorientated, or you don't know what to do. Panic is almost irreversible: once it sets in, it seems to grow. Panic will make you do things that could kill you. People in a state of panic are rarely able to save themselves.

If you understand what's going on, what to do, where to go, and how to get there, panic will not set in. The man in the example I used would not have died if he had known what to do. For instance, had he known the exit was to the left and 4 doors down on the left, he could have gotten on his hands and knees where there was fresh air and started counting doorways. Even if he couldn't keep his eyes open, he could feel his way as he crawled, counting the doors. 1... 2... 3... BINGO! He would NOT have panicked. He would be alive today, telling of his "great hotel fire" experience.

EXITS

The elevator drops you at the 12th floor and you start looking for your room. "Let's see ... room 1236 ... here it is". You open the door and drop your luggage. AT THAT VERY MOMENT, turn around and go back into the hallway to check your exit. You may NEVER get another chance. Don't go into the bathroom, open the curtains, turn on the TV, smarten your appearance, or crash out on the bed. I know you're tired and you want to relax, but it's absolutely essential ... no ... CRITICAL that you develop the HABIT of checking for your exit after you drop your luggage. It won't take 30 seconds, and believe me, you may NEVER get another chance.

If there are 2 of you sharing a room, BOTH of you locate your exit. Talk it over, as you walk towards it. Is it on the left or right ... do you have to turn a corner? Open the exit door ... what do you see ... stairs or another door? (Sometimes there are 2 doors to go through, especially in newer hotels.) I'd hate to see you crawl into a broom closet thinking it was the exit! Are you passing any rooms where your friends are staying? If there was a fire, you may want to bang on their doors as you go by. Is there anything in the hallway that would be in your way ... an ice-machine

maybe? As you arrive back at your room, take a look once more. Get a good mental picture of what everything looks like. Do you think you could get to the exit with a "blindfold" on?

This procedure takes less than one minute and to be effective, it must become a habit. Those of you who are too lazy or tired to do it consistently are real "riverboat gamblers". There are over 5,000 hotel fires per year. The odds are sure to catch up with you.

USING THE EXIT

Should you have to leave your room during the night, it is important to close the door behind you. This is very effective in keeping out fire and will minimize smoke damage to your belongings.

There was a house fire in Los Angeles recently where an entire family died. It was a 3 bedroom house with a den and family room. That night, the occupants had left every door in the house open except one, and it had led to the washrooms where the family dog slept. The house, except for the washroom, was a total loss. When the fire was knocked down, firemen opened the door to find the family dog wagging his tail. Because the door was left shut, the dog and room were in fine shape.

Some doors take hours to burn through. They are excellent "fire stops" so close every door you go through. If you find smoke in the exit stairwell, you can bet people are leaving the doors open as they enter.

Always take your key with you. Get into the habit of putting the key in the same place every time you stay in a hotel. Since every hotel has night stands, that's an excellent location. It's close to the bed so you can grab it when you leave without wasting time looking for it. It's important you close your door as you leave, and it's equally as important that you don't lock yourself out. You may find conditions in the hallway untenable, and want to return to your room. If you're now in the habit of checking your exit and leaving the room key on the night stand, you're pretty well prepared to leave the hotel in case of a fire, so let's "walk" through it once.

Something will awaken you during the night. It could be the telephone, someone banging on the door, the smell of smoke, or some other disturbance. But, whatever it is, investigate it before you go back to sleep. A popular "Inn" near LAX recently had a fire and one of the guests later said he was awakened by people screaming but went back to bed thinking it was a party. He dammed near died in bed.

Let's suppose you wake up to smoke in your room. Grab your key off the nightstand, roll off the bed and head for the door on your hands and knees. Even if you could tolerate the smoke by standing, DON'T. You'll want to save your eyes and lungs for as long as possible. BEFORE you open the door, feel it with the palm of your hand. If the door or knob is quite hot, don't open it. The fire could be just outside. We'll talk about that later. With the palm of your hand still on the door (in case you need to slam it shut), slowly open the door and peek into the hallway to "assess conditions".

As you make your way to the exit, stay against the wall on the side where the exit is. It is very easy to get lost or disorientated in a smoky atmosphere. If you're on the wrong side of the hallway, you might crawl right on by the exit. If you're in the middle of the hall, people who are running will trip over you. Stay on the same side as the exit, count doors as you go.

When you reach the exit and begin to descend it is very important that you WALK down and hang onto the handrail as you go. Don't take this point lightly. The people who will be running will knock you down and you might not be able to get up. Just hang on and stay out of everyone's way. All you have to do now is leave the building, cross the street and watch the action. When the fire is out and the smoke clears, you will be allowed to re-enter the building. If you closed your room door when you left, your belongings should be in pretty good shape. Smoke will sometimes get into the exit stairway. If it's a tall building, the smoke may not rise very high before it cools and becomes heavy. This is called "stacking". If your room is on the 20th floor, for instance, you could enter the stairway and find it clear. As you descend you could encounter smoke that has "stacked". Do not try to "run through it" - people die that way. Turn around and walk up. Now you must really hang onto the handrail. The people running down will probably be glassy-eyed and in a panic and will knock you right out of your socks!

They will run over anything in their way, including a fireman. You'll feel as though you're going upstream against the Chicago Bears, but hang on and keep heading up towards the roof. If for some reason you try one of the doors to an upper floor and find it locked, that's normal, don't worry about it. Exit stairwells are designed so that you cannot enter from the street or roof. Once inside, however, you may exit at the street or roof but cannot go from floor to floor; this is done for security purposes. When you reach the roof, prop the door with something. This is the ONLY time you will leave a door open. Any smoke in the stairwell may now vent itself to the atmosphere and you won't be locked out. Now find the windward side of the building (the wet finger method is quite reliable), have a seat and wait until they find you. Roofs have proven to be a safe secondary exit and refuge area. Stay put. Firemen will always make a thorough search of the building looking for bodies. Live ones are nice to find.

YOUR ROOM

After you check your exit and drop the key on the night stand, there is one more thing for you to do. Become familiar with your room. See if your bathroom has a vent; all do, but some have electric motors. Should you decide to remain in your room, turn it on to help remove the smoke. Take a good look at the window in your room. Does it open? Does it have a latch, a lock? Does it slide? Now open the window (if it works) and look outside. What do you see? A sign, ledges? How high up are you? Get a good mental picture of what's outside, it may come in handy. It's important you know how to OPEN your window, you may have to close it again.

Should you wake up to smoke in your room and the door is too hot to open or the hallway is completely charged with smoke, don't panic. Many people have defended themselves quite nicely in their room and so can you. One of the first things you'll want to do is open the window to vent the smoke. I hope you learned how to open it when you checked in. It could be dark and smoking in the room. Those who don't will probably throw a chair through the window. If there is smoke outside and you have no window to close, it will enter your room and you will be trapped. The broken glass from the window will cut like a surgeon's scalpel. At the Ramada Inn fire, an airline captain on a layover threw a chair through the window and cut himself seriously. Don't compound your problems. Besides, if you break out your window with a chair, you could hit a fireman on the street below.

If there is fresh air outside, leave the window open, but keep an eye on it. At this point, most people would stay at the window, waving frantically, while their room continues to fill with smoke, if the fire burns through. This procedure is not conducive to longevity. You must be

aggressive and fight back. Here are some things you can do in any order you choose ... if the room phone works, let someone know you're in there. Flip on the bathroom vent. Fill the bath with water. (Don't get into it - it's for fire fighting. You'd be surprised how many people try to save themselves by getting into a tub of water - that's how you cook lobsters and crabs, so you know what happens!) Wet some sheets or towels, and stuff the cracks of your door to keep out the smoke. With your ice-bucket, bail the water from the bath onto the door to keep it cool. Feel the walls - if they are hot, bail water onto them too. You can put your mattress up against the door and block it in place with the dresser. Keep it wet - keep everything wet. Who cares about the mess. A wet towel tied around your nose and mouth is an effective filter if you fold it in a triangle and put the corner in your mouth. If you swing a wet towel around the room, it will help clear the smoke. If there is a fire outside the window, pull down the curtains and move everything combustible away from the window. Bail water all around the window. Use your imagination and you may come up with some tricks of your own. The point is, there shouldn't be any reason to panic - keep fighting until reinforcements arrive. It won't be long.

ELEVATORS

There isn't an elevator made that can be used as a "safe" exit. In all states, elevators by law, cannot be considered an "exit". They are complicated devices with a mind of their own. The problem is people only know one way out of a building - the way they came in, and if that was the elevator, they are in trouble. Elevator shafts and machinery extends through all floors of a building, and besides, with the shaft filling with smoke, there are hundreds of other things that could go wrong and probably will. Everyone tries to get on the elevator in an emergency. Fights break out and people get seriously injured. Smoke, heat and fire do funny things to elevator call buttons, controls and other complicated parts. Case in point:

Hotel guests in a New Orleans hotel were called on their room phones and notified of a fire on the upper floors. They were in no danger, but asked to evacuate the hotel as a precaution. Five of the guests decided to use the elevator. It was discovered later that the elevator only went down about three floors and then for some reason started going up. It did not stop until it reached the fire floor. The doors came open and were held open by smoke obscuring the photo cell light beam. Besides the five guests in the elevator who died of suffocation, firemen noticed that every button had been pushed, probably in a frantic attempt to stop the elevator.

Fires have killed many people, including firemen. Several New York firemen recently used an elevator when responding to a fire up on the 20th floor. They pushed 18, but the elevator went right on by the 18th floor. The doors came open on the 20th floor to an inferno and remained open long enough to kill all the firemen. The doors then closed and the elevator returned to the lobby. Hand operated elevators are not exempt. Some elevator operators have been beaten by people fighting over the controls. If you have any idea that there might be smoke or fire in your hotel, avoid the elevator like the plague.

JUMPING

It's important I say something about jumping because so many people do it. Most are killed or injured in the process. I cannot tell you whether or not you should jump. Every fire, although similar, is different. I can tell you, however, what usually happens to "jumpers".

If you're on the 1st floor, you could just OPEN the window and climb out. From the second floor you could probably make it with a sprained ankle, but you must jump out far enough to clear the building. Many people hit windowsills and ledges on the way down, and they go into cartwheels. If they don't land on their head and kill themselves, they're injured seriously. If you're any higher than the 3rd, the chances are you won't survive the fall. You would probably be better off fighting the fire. Nearby buildings seem closer than they really are and many have died trying to jump to a building that looked 5 feet away, but was actually 15 feet away.

Panic is what causes most people to jump. There was a fire in Brazil a few years ago where 40 people jumped from windows and all 40 died. Ironically, 36 of those jumped after the fire was out. Many people have survived by staying put whilst those around them jumped to their death. If you can resist panic and think clearly, you can use your own best judgment.

CALLING THE FIRE DEPARTMENT

Believe it or not, most hotels will not call the fire department until they verify whether or not there really is a fire and try to put it out themselves. Should you call the reception to report a fire, they will always send the bellhop, security guard, or anyone else that's not busy to investigate. Hotels are very reluctant to "disturb" their guests and fire engines in the streets are quite embarrassing and tend to draw crowds.

In the New Orleans hotel fire, records show that the fire department received only one call, from a guest in one of the rooms. The desk had been notified of fire 20 minutes earlier and had sent a security guard to investigate. His body was later found on the 12th floor about 10 feet from the elevator.

Should you want to report a fire or smell of smoke, ask the hotel operator for an outside line for a local call. Call the fire department and tell them your room number in case you need to be rescued. You need not feel embarrassed, that's what we're here for. We would much rather come to a small fire or smoking electrical motel that you smelled than be called 20 minutes later after 6 people have died. Don't let hotel "policy" intimidate you into doing otherwise. The hotel may be a little upset with you, but really ... who gives a damn. The fire department will be glad you called: you may have saved many lives. Besides, it's a great way for us to meet people!

Well, the rest is up to you. Only you can condition yourself to react in a hotel emergency. You can be well prepared by developing the habits we've talked about.

Date: _____ Daily UTF and Fills

* Use mnemonic **once** for a floor total.

[illegible]

Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

- ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.
- ☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity, name and specific project:

Exempt entity name _____ Project description _____


Please print	Name of purchaser			
	Business address		City	State Zip code
	Purchaser's tax ID number		State of issue	Country of issue
	If no tax ID number, enter one of the following:	FEIN	Driver's license number/State issued ID number state of issue number	
	Name of seller from whom you are purchasing, leasing or renting			
	Seller's address		City	State Zip code

Type of business	Type of business. Circle the number that describes your business.	
	01 Accommodation and food services	11 Transportation and warehousing
	02 Agricultural, forestry, fishing, hunting	12 Utilities
	03 Construction	13 Wholesale trade
	04 Finance and insurance	14 Business services
	05 Information, publishing and communications	15 Professional services
	06 Manufacturing	16 Education and health-care services
	07 Mining	17 Nonprofit organization
	08 Real estate	18 Government
	09 Rental and leasing	19 Not a business (explain) _____
10 Retail trade	20 Other (explain) _____	

Reason for exemption	Reason for exemption. Circle the letter that identifies the reason for the exemption.	
	A Federal government (department) _____	I Industrial production/manufacturing
	B Specific government exemption (from list on back) _____	J Direct pay permit # _____
	C Tribal government (name) _____	K Multiple points of use (services, digital goods, or computer software delivered electronically)
	D Foreign diplomat # _____	L Direct mail
	E Charitable organization # _____	M Other (enter number from back page) _____
	F Religious or educational organization # _____	N Percentage exemption
	G Resale	<input type="checkbox"/> Advertising (enter percentage) _____ %
H Agricultural production	<input type="checkbox"/> Utilities (enter percentage) _____ %	

Sign here I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY - If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser Print name here Title Date

Eastern Area Coordination Center  BHW Federal Bldg. 1 Federal Drive Room G-20 Fort Snelling, MN 55111-4080 612 713-7300 FAX - 7317				INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate overhead. It will be delivered to the Coordinator before the rating official leaves the assignment. Rating will be reviewed with the employee, who will sign at the bottom.															
Overhead Performance Rating																			
1. Name				2. Fire Name and Number EACC Support 2010 / MN-EAC-090003															
3. Home Unit Name / Address:				4. Location of Assignment Eastern Area Coordination Center Fort Snelling, MN 55111															
5. Position		6. Dates of Assignment		7. Complexity				8. Level of Activity											
				Single		Multi		Light		Moderate		Heavy							
9. Evaluation																			
Enter X under the appropriate rating number and under the proper heading for each category listed Definition for each rating number follows: O – Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 – Needs to Improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 – Satisfactory. Employee meets all requirements of the individual element. 3 – Superior. Employee consistently exceeds the performance requirements.																			
Rating Factors				EDRC Dispatch Recorder				EDSD Support Dispatcher				EDSP Supervisory Dispatcher				IMET Incident Meteorologist			
				0 1 2 3				0 1 2 3				0 1 2 3				0 1 2 3			
Knowledge of the job																			
Following of procedures																			
Completion of work in a timely manner																			
Work completed properly																			
Attitude																			
Initiative																			
Communications																			
Working with others																			
Adaptability to multi-task																			
Remarks:																			
10. Signature of person being evaluated (This rating has been discussed with me.)												11. Date							
12. Signature of rating individual				14. Home Unit				15. Position				16. Date							



EASTERN AREA COORDINATION CENTER

Detail Critique

Please circle. 1 being the weakest and 10 being the best

1	Orientation to EACC									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

2	EACC Staff (ex. Helpfulness, Attitude, Professionalism)									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

3	Responsiveness to questions to Supervisors									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

4	Overall Center Organization									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

5	Cleanliness of EACC									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

6	BHW Federal Building Facilities (ex. accessibility/restrooms/security)									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

7	Would you recommend to a detail to EACC to other Dispatchers?									
	NO			Undecided				Yes		

8	Hotel Accommodations		Name of Hotel _____							
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

9	Overall Experience									
	1	2	3	4	5	6	7	8	9	10
	Deficient			Satisfactory				Superior		

Other Comments:

Name (Optional) _____

Eastern Area Coordination Center DEMOBLIZATION CHECKOUT LIST

1. Incident Name / Number	2. Date / Time	3. Overhead Number
4. Unit / Personnel Released		
5. Transportation Type		
6. Actual Release Date / Time		
7. Home Unit Supervisor Responsible for Collecting Performance Rating Name: Home Unit: Address: City, State, Zip:		
8. Check List: You have been released from this incident, subject to check-off from the Floor Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Computer Security Responsibility form <input type="checkbox"/> Performance Rating and Closeout <input type="checkbox"/> Building key card returned <input type="checkbox"/> EACC Critique form <input type="checkbox"/> Release from incident in ROSS <input type="checkbox"/> Travel itinerary in ROSS <input type="checkbox"/> Refrigerator items <input type="checkbox"/> Timesheet completed, approved, & signed (Office copy retained with EACC for files) <input type="checkbox"/> Work area cleaned <input type="checkbox"/> Personal belongings collected <input type="checkbox"/> Task Book evaluated <input type="checkbox"/> Shift/Replacement Briefing 		
9. Remarks <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>		
10. Floor Coordinator signature:		Date:

MN-EAC 4/2010

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INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

Item #	Item Title	Instructions
1	Incident Name/No.	Print Name and Number
2	Date/Time	Enter Date and Time prepared
3	Overhead No.	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable
4	Unit/Personnel Released	Enter appropriate name of individual over-head, engine, strike team, or task force being released
5	Transportation Type	Method and vehicle I.D. number for transportation back to home unit. (i.e. NWA Flight # 2347). Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, Block #12.
6	Actual Release Date/Time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7	Home Unit Supervisor Responsible for Collecting Performance Ratings	Enter the Name and address of Home Unit Supervisor who will be receiving the Performance Rating
8	Check List	Section to be completed by Supervisor. Review each item with your Supervisor to ensure items have been completed before release from the incident.
9	Remarks	Any Additional information pertaining to demobilization or release



Statement of Employee Information Security Responsibilities



Forest Service (FS) employees are granted access to information resources in order to facilitate their FS job responsibilities. FS employees must understand and agree to their Information Security Responsibilities to be allowed access to information systems.

I acknowledge that I understand and agree to comply with user responsibilities as stated in Forest Service Manual (FSM) Chapter 6680, *Security of Information, Information Systems, and Information Technology*. If I do not understand a requirement, I will ask my supervisor for clarification. I understand that I also must comply with United States Department of Agriculture policies and procedures, and with federal, state, and local laws.

I understand that I must complete a Computer Security Awareness course every year, and that, depending on my job, I may be required to take additional role based information security training.

Key elements of FSM Chapter 6680, for which I am responsible, are summarized below. I understand and agree that I must periodically review the chapter for changes.

I am responsible to:

- Take appropriate measures to protect information from unauthorized access, including seeking out and applying security measures to protect sensitive information stored on my computer, on other electronic devices, or on other media such as CDs, DVDs, magnetic tape, and paper (FSM 6682.04k).
- Not store any classified information on my computer.
- Encrypt, using agency authorized encryption methods, any government sensitive or confidential information or information subject to the Privacy Act that is stored on any personal electronic device or removable storage medium.
- Sign off or electronically lock the computer before leaving it unattended (FSM 6682.04k)
- Comply with physical security standards and procedures specified in section 6683.15a of FSM Chapter 6680, including taking appropriate measures to protect computer equipment and other electronic devices from theft, damage, or unauthorized use.
- Keep personal use of telecommunications and information resources and equipment within the limits set by section FSM 6683.15b, *Limited Personal Use*, and to understand what constitutes inappropriate use as specified in section FSM 6683.15d, *Inappropriate Personal Uses*.
- Comply with password standards and procedures specified in section FSM 6684.12, and FSM 6684.12, Exhibit 1.
- Verify that the automatic virus definition file updates to the enterprise antivirus tool installed on my computer(s) (currently, Symantec AntiVirus) occur as scheduled (FSM 6682.04k).
- Store corporate data within the corporate filing system, where it is backed up routinely (FSM 6682.04k). The FS defines corporate data as information owned, collected, maintained, or generated by the enterprise that has inherent value to and is intended for consistent, shared use within the enterprise. (FSM 6680.5).
- To install only that software, including "freeware" and "shareware," for which I have obtained authorization. When my privileges are elevated to allow installation of authorized software, I will perform only those activities that are specifically authorized (FSM 6682.04k).

- Promptly report all suspected security incidents to the FS Computer Incident Response Team (CIRT@FSNOTES) and/or my supervisor or other appropriate management official(s) (FSM 6682.04k).

I understand that any use of Forest Service communications resources generally is not secure, is not private, and is not anonymous, and that system managers do employ monitoring tools to detect improper use (FSM 6683.15i, 6684.3). I understand that there is no right to privacy when using government information systems (logon warning banner).

Employee Name (typed or printed)

Employee Signature

Date

Supervisor Name (typed or printed)

Supervisor Signature

Date



Statement of Information Security Responsibilities for Associate Users of Forest Service Systems



Forest Service (FS) cooperators, volunteers, contractors, and other associates are granted access to information resources in order to facilitate their Forest Service related responsibilities. FS associates must understand and agree to their Information Security Responsibilities to be allowed access to information systems.

I acknowledge that I understand and agree to comply with user responsibilities as stated in FSM Chapter 6680, *Security of Information, Information Systems, and Information Technology* (http://www.fs.fed.us/cgi-bin/Directives/get_dirs/fsm?6600!). If I do not understand a requirement, I will ask for clarification.

I understand that I also must comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws. I understand that as a FS associate, I may not be entitled to the same limited personal use privileges as FS employees, and that my use of FS information systems and equipment is limited to that which is specifically described in my contract or other agreement with the Forest Service.

I understand that my contract or other agreement may specify additional information security responsibilities or requirements, such as the need for a signed confidentiality statement.

I understand that I am required to complete Forest Service Information Security Awareness courses, and may be required to take additional role-based security training, depending on my job.

Key elements of Forest Service Manual (FSM) Chapter 6680, for which I am responsible, are summarized below. I understand and agree that I must periodically review the chapter for changes.

I am responsible to:

- Take appropriate measures to protect information from unauthorized access, including seeking out and applying security measures to protect sensitive information stored on my computer, on other electronic devices, or on other media such as CDs, DVDs, magnetic tape, and paper (FSM 6682.04k).
- Not store any classified information on my computer.
- Encrypt, using agency authorized encryption methods, any government sensitive or confidential information or information subject to the Privacy Act that is stored on any personal electronic device or removable storage medium.
- Sign off or electronically lock the computer before leaving it unattended (FSM 6682.04k)
- Comply with physical security standards and procedures specified in section 6683.15a of FSM Chapter 6680, including taking appropriate measures to protect computer equipment and other electronic devices from theft, damage, or unauthorized use.
- Comply with password standards and procedures specified in section FSM 6684.12, and FSM 6684.12, Exhibit 1 of Interim Directive 6680-2005-3.
- Verify that the automatic virus definition file updates to the enterprise antivirus tool (currently, Symantec AntiVirus) occur as scheduled (FSM 6682.04k).
- Store corporate data within the corporate filing system, where it is backed up routinely (FSM 6682.04k). The FS defines corporate data as information owned, collected, maintained, or generated

by the enterprise that has inherent value to and is intended for consistent, shared use within the enterprise. (FSM 6680.5).

- To install only that software for which I have obtained authorization, and when my privileges are elevated to allow installation of authorized software to perform only those activities that are specifically authorized (FSM 6682.04k).
- Refrain from installing on FS computer equipment any software; including “freeware” and “shareware,” that does not have Technical Approval from IRM (FSM 6683.15h).
- Promptly report all suspected security incidents to the FS Computer Incident Response Team (CIRT@FSNOTES) and/or my supervisor or other appropriate management official(s) (FSM 6682.04k).

I understand that any use of Forest Service communications resources generally is not secure, is not private, and is not anonymous, and that system managers employ monitoring tools to detect improper use (FSM 6683.15i). I understand that there is no right to privacy when using government information systems (logon warning banner).

I understand that if I have been granted authorization to use my own or my organization’s computer equipment, I must complete and sign (or a representative of my organization must complete and sign on my behalf) the **FS Standards for Associate-Owned PCs Used for Forest Service Work and Connected to the FS Network**.

Requirements specific to my contract or other agreement:

Associate Name (typed or printed)

Associate Signature

Date

Supervisor Name (typed or printed)

Supervisor Signature

Date